

AN AASIS TRAINING GUIDE

Time Recording and Time Approval

ASC Course Code HRTRC

AASIS Support Center, Diane Hill 02/16/04 Revised to V4

0-1

HRTRC - 02/16/04 0-1



Course: Time Recording and Time Approval

Version Control Sheet

• Courseware Items: Core Curriculum

Change Summary

Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
4/03/01	Courseware developed and published			
8/01/02	Entire courseware updated	Improvement in entire courseware package	2.0	All
9/10/02	Corrections	Typographical Correction to Step 2	2.0a	3-5
2/17/03	Addition of Appendix Divided into Modules	Added Data Exercise Pages Facilitate Web Placement	3.0	All
2/16/04	Screen & Transaction Updates	Enterprise Upgrade	4.0	All
10/28/04	Corrections	Added ATHL holiday code; Changed fiscal year date	4.0	1-3, 2-31

AASIS Support Center, Diane Hill 02/16/04 Revised to V4

0-2

HRTRC - 02/16/04

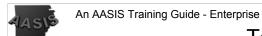


Table of Contents

TITLE	DESCRIPTION	PAGE NUMBER
Course Information	Course Name Title Page	0-1
	Version Control Sheet	0-2
	Table of Contents	0-3
	Course Description	0-6
	Transactions by Role Assignment	0-7
	Course Objectives	0-8
	Certification	0-9
Chapter 1 Overview	Payroll Process	1-2
	Payroll Deadline	1-3
	Absence/Attendance Type	1-4
	Wage Type Premium	1-5
	Compensatory Time	1-6
	Time Recording Methods	1-7
	Time Management Status	1-8
	Employee Subarea	1-9
	Work Schedule Rule	1-10
	Time Pairs	1-11

AASIS Support Center, Diane Hill 02/16/04 Revised to V4

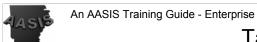


Table of Contents

TITLE	DESCRIPTION	PAGE NUMBER
Chapter 2 Time Entry	Accessing Time Sheet	2-2
	Attendances	2-9
	Absences	2-20
	Holiday	2-28
	Worked Holiday	2-30
	Leave Without Pay (LWOP)	2-34
	Overtime Paid	2-36
	Shift Premium	2-41
	Previous Day Indicator	2-45
	Military Leave	2-56
	Cost Center Allocations	2-59
	Receiver Cost Center	2-60
	Receiver WBS Element	2-65
	Receiver Internal Order	2-68
	Rejected Time	2-71
Chapter 3 Approve Working Times	Time Approval (CATS_APPR_LITE)	3-1

AASIS Support Center, Diane Hill 02/16/04 Revised to V4



Table of Contents

TITLE	DESCRIPTION	PAGE NUMBER
Chapter 4 Time Reports	Time Management Pool (PT40) – Calendar View	4-2
	Time Management Pool (PT40) – Time Leveling	4-12
	Display Working Times – (CATS_DA)	4-18
Chapter 5 Tips & Tricks	#1 – Viewing Transaction Code on SAP menu	5-2
	#2 – Administrator Group & Time Administrator	5-4
	#3 – Sort Employees	5-7
	#4 – Toggle between Days & Dates	5-9
	#5 – Customize Your Timesheet	5-11
	#6 – Display More Lines on Timesheet	5-17
	#7 – Copy Cells	5-25
	#8 – Copy Lines	5-28
	#9 – Stop Transaction	5-35
	#10 – Creating a Variant	5-36
	#11 = Selecting Your Variant	5-50

AASIS Support Center, Diane Hill 02/16/04 Revised to V4

0-5

COURSE DESCRIPTION

Course Title: Time Approval and Time Recording

Course Code: HRTRC

Duration: 1 Day Hours: 7 Hours

Audience: Agency Time Data Entry, Agency Time Management Specialist, Agency Time Management Supervision, Agency Central Time Management; Agency Payroll Systems Management

Prerequisites:

- Basic PC and Microsoft Windows skills
- BAASIS Basic AASIS

AASIS Support Center, Diane Hill 02/16/04 Revised to V4



TRANSACTIONS BY ROLE ASSIGNMENT

TRANSACTION	PROCESS	ROLE
CAT2	Time Entry (Enter Attendances and Absences on the AASIS Cross Application Time Sheet)	Agency Time Data Entry; Agency Time Management Specialist; Agency Central Time Management
CATS_APPR_LITE	Approve Working Times (Approval of CAT2 Time Entry in the AASIS System	Agency Time Management Supervision
CATS_DA	Display Working Times (Verify time has been approved on employees)	Agency Time Management Specialist; Agency Central Time Management; Agency Time Management Supervision
PT40	Time Management Pool (View attendances and/or absences entered on employees)	Agency Time Management Specialist; Agency Central Time Management; Agency Time Management Supervision
CAT3	Display Time Entries (View attendance and absences in CATS)	Agency Time Management Specialist; Agency Central Time Management; Agency Time Management Supervision

AASIS Support Center, Diane Hill 02/16/04 Revised to V4



COURSE OBJECTIVES

- Participants will demonstrate an understanding of the Time Entry and Time Approval processes in the Arkansas Administrative Statewide Information System (AASIS):
 - Define Terms and Concepts
 - Explain Time Entry Process in the AASIS System
 - Explain Time Approval Process in the AASIS System
- Participants will successfully:
 - Enter Attendances/Absences in the Cross Applications
 Time Sheet (CATS)
 - Perform Allocation in CATS
 - Approve Time in CATS
 - Display Available Reports

AASIS Support Center, Diane Hill 02/16/04 Revised to V4

8-0



Arkansas Administrative Statewide Information System

CERTIFICATION

An optional Skill Assessment Test will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement.

To receive your certificate, you will be required to:

- 1. Answer ten (10) basic questions regarding Time Entry and Time Approval
- 2. Perform Time Entry on Employees with Attendances and Absences
- 3. Approve Time on Employees

AASIS Support Center, Diane Hill 02/16/04 Revised to V4

0-9

HRTRC - 02/16/04 0-9